

Issued: 4 May 2017

CAA Application Form SRG 1411 - Air Traffic Controller (ATCO) Licence

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	Not primarily affected
Air Traffic:	All ANSPs, All A/G
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	Not primarily affected
Licensed/Unlicensed Personnel:	Air Traffic Controllers, Flight Information Service Officers, Holders of Radio Operators Certificate of Competence

1 Introduction

- 1.1 The purpose of this Information Notice is to provide details of the changes being made to CAA Application form SRG 1411.
- 1.2 The current CAA application form SRG 1411 entitled 'Air Traffic Controller (ATCO) Licence' is used for a range of differing applications and contains items that are no longer required. This has resulted in difficulties for the applicants to complete and for CAA ATS Licensing Assessment to process the form.

CAA form SRG1411 is used for all the following:

- Grant of an ATCO Licence.
- Issue of a Rating.
- Issue of a Rating Endorsement/Unit Endorsement.
- Renewal of Unit Endorsement.
- Renewal of English Language Proficiency Endorsement.
- The expiry or withdrawal of a Unit Endorsement.
- Change of Personal Details.
- Transfer of Licence between Member States.

- The notification of a Unit Endorsement Assessment.

In addition;

- The section on the Renewal of English Language Proficiency Endorsement is no longer required as a separate form [SRG 1426](#) covers this.
- The form does not provide space for all the data required for the change of personal details and does not include Flight Information Service Officers (FISO) and Radio Operator's Certificate of Competence (ROCC) holders.
- The form does not adequately cover all the requirements for the exchange of an ATCO Licence between Member States.

1.3 Therefore CAA Form SRG 1411 has been divided into 5 separate forms with added guidance material as follows:

- SRG 1411A - Application for the Initial Issue of an Air Traffic Controller (ATCO) Licence.
- SRG 1411B - Application for the Inclusion of Unit Endorsements for new Ratings, existing Ratings including Special Events and for the Renewal and Cancellation of Unit Endorsements in an Air Traffic Controllers (ATCO) Licence.
- SRG 1411C - Application for the Exchange of an Air Traffic Controller (ATCO) Licence issued by another EU Member State.
- SRG 1411D - Notification of Completion of an Air Traffic Controller (ATCO) Unit Endorsement Assessment.
- SRG 1411E - Application for the Notification of a Change of Personal Details to an ATCO or FISO licence or Radio Operator's Certificate of Competence.

1.4 Particular note should be made of the process of applying for a Unit Endorsement assessment. Currently application for an assessment is made to the CAA on form SRG 1411. The SRG 1411 is then returned to the applicant to record the results of the assessment which is then returned to the CAA. With the introduction of the new forms, application will be made on SRG 1411A or SRG 1411B and the record of the assessment results will be made on form SRG 1411D.

2 Scope

2.1 The existing form SRG 1411 will be removed from the CAA website and replaced with the above suite of forms SRG 1411A to SRG 1411E on 25 May 2017.

2.2 From 1 June 2017 the current SRG 1411 will no longer be accepted by CAA ATS Licensing Assessment.

3 Further Information

3.1 SRG forms are periodically amended to align with changes in legislation and for administrative reasons. Applicants must ensure they always use the current versions by downloading them from the CAA website, [CAA Air Traffic Service Forms](#).

4 Queries

4.1 Any queries or requests for further guidance as a result of this communication should be addressed to ATS.Licensing@caa.co.uk.

5 Cancellation

5.1 This Information Notice will remain in force until 01 December 2017.